



CMTS1-ADMINGD-01-U-R0C0



SYSTEM ADMINISTRATION PROCEDURES

For The

CHEMICAL MATERIAL TRACKING SYSTEM (CMTS)

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NASA LANGLEY RESEARCH CENTER

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Revision Record

Revision 0 will be the initial release of the [Administration Procedures](#). Subsequent releases will have a unique revision number in accordance with the corresponding [Administration Procedures](#). Once approved, the initial release will be baselined, with changes documented approved by the Configuration Control Board. This page shows the evolution of the [Administration Procedures](#).

Revision	Date	Description
0	7 Nov 2000	Initial Release.

CMTS Administration Procedures

Bolded items below identify Screen and Menu options. These require a user action.

1. Rebooting/ Powering down the system:

- If you are logged in to the system:
Click **Start**,
Click **Shut Down**,
Select **Shut Down the Computer**
Click **Yes**.
- If you are not logged in,
Press **Ctrl-Alt-Del** to bring up the login dialog box,
Click the **Shut Down** button,
Select **Shut Down**
Click **Ok**.

2. Database Backups:

- Database backups should be configured to run nightly. These should include backups for all user databases and include both data and transaction logs.
- To initialize backups, open the SQL Server 7.0 Enterprise manager and open the **Management – Database Maintenance Plans** folder. Once opened, select Action – New Maintenance Plan from the drop down menu. Follow the backup wizard to step through the action of creating the backup plan using these options:

1. Select Databases:

Select - **All user databases**
Click - **Next**

2. Update Data Optimization Information:

Check - **Reorganize data and index pages**
Select - **Change free space per page percentage to 10%**.
Check - **Remove space from database files**
Select - **When it grows beyond 50MB**
Select - **Amount of free space to remain after shrink 10%**.
Change the **Schedule** to occur **Daily at 1:00 A.M.**
Click - **Next**

3. Database Integrity Checks:

Select – **Check database integrity - Include indexes**.
Check – **Perform these tests before doing backups**.
Change the **Schedule** to occur **Daily at 12:30 A.M.**
Click - **Next**

4. Specify the Database Backup Plan:

Check - **Backup the database as part of the maintenance plan**
Select - **Verify the integrity of the backup on completion of the backup**.
Set the **location of the backup** to be **Disk**.

Change the **Schedule** to occur **Daily** at **1:30 A.M.**

Click - **Next**

5. **Specify Backup Disk Directory:**

Directory in which to store the backup file:

Select - **Use this directory E:\mssql\backup.**

Set it to **Remove files older than 2 weeks**

Use a **backup file extension** of **BAK.**

Click - **Next**

6. **Specify the Transaction Log Backup Plan:**

Select - **Backup the Transaction Log as part of the maintenance plan**

Select - **Verify the integrity of the backup on completion of the backup.**

Set the **Location to store the backup file** as **Disk**

Change the **Schedule** to occur **every 1 week(s) on Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, at 12:00:00 AM.**

Click - **Next**

7. **Specify Transaction Log Backup Disk Directory:**

Directory in which to store the backup file:

Select - **Use this directory E:\mssql\backup.**

Set it to **Remove files older than 3 weeks**

Use a **transaction log backup file extension** of **TRN.**

Click - **Next**

8. **Reports to Generate:**

Check – **Write report to a text file in e:\mssql7\Backup\Log**

Set it to **Remove files older than 4 weeks.**

(Note: You can specify to have this information emailed to an individual if you choose. The option to Email report to operator with the proper email address should be specified.)

Click - **Next**

9. **Maintenance History:**

Select – **Write history to the msdb.dbo.sysdbmaintplan_history table on this server**

Select - **Limit rows in the table to 1000.**

Click - **Next**

10. **Name the maintenance plan** and select **FINISH** to complete.

- A backup plan should also be created to backup **All System Databases (Master, Model, and MSDB)** using similar steps/options as created above. These should be run at times not to conflict with the times identified above. Adjust times by **2:00** hours to avoid a conflict.
- To verify that the backups ran, verify that the **.BAK** and **.TRN** files are located in the **E:\mssql\Backup** directory. Also should check the log files located in the **E:\mssql\Backup\Log** directory.

3. **Tape Backups: - Checking the backups:**

- Press **Start**,
- Select **Programs**,

- Select **Backup Exec**, in order to start Backup Exec version 6.0.
- Maximize the **Job History** window.
- This window will list all the backup jobs that have run recently in chronological descending order. Amongst other information presented, it will state either **Success** or **Failure**. If a job runs as a failure, call Sysad.
- Remember to change tapes in a timely fashion.